

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

804-AR-0. SCHOOL DAY

Instructional time for student consists of the time in the school day devoted to instruction and instructional activities provided as an integral part of the school program under the direction of certified school employees.

Activities Counted As Instruction Time

1. Student personnel services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and student health services conducted during school hours.
2. Opening exercises, homeroom periods and supervised study halls.
3. Assemblies, clubs, student councils and similar activities conducted during school hours.
4. School, group or class education trips to which admission is not charged to students or parents/guardians, if accompanied by certified school employee.
5. Civil defense, fire and other similar drills.
6. Kindergarten orientation activities, snack time and play time if they are an integral part of the kindergarten curriculum. Recess time conducted with the same parameters as primary grade recess is not counted as instructional time.
7. Early dismissal and delayed opening due to inclement weather.
8. Graduation preparation for senior classes, up to three (3) days, within sixty (60) days of the commencement ceremony under the supervision of certified school employees, which may be held on Saturday.

Activities Not Counted As Instruction Time

1. Lunch period; however, an exception is made for special education students identified as moderately to severely handicapped if their IEP includes teaching social and motor skills related to meal-time activities such as the use of eating utensils.
2. Recess and time for passing from class to class.

3. Early dismissal or delayed openings for reasons other than inclement weather.
4. Teacher meetings dealing with routine matters, such as record keeping responsibilities and other similar activities.
5. Transportation of students; for example, time spent transporting students to an AVTS.
6. Celebrating, picnicking, hunting, fishing, or harvesting crops.
7. Any activity for which admission is charged to students or parents/guardians.
8. Viewing or reviewing material that has as its purpose the marketing of commercial products.

Act 80 Exceptions

The Superintendent or designee can apply to the Secretary of Education for an exception to the daily schedule when a meritorious educational program warrants, for the following activities:

1. Parent-teacher meetings.
2. Curriculum planning and development.
3. Long-range planning.
4. Inservice programs dealing with new subjects or activities having an impact on educational programs.
5. Dismissal at the start of the school year of a partial group of kindergarten students while an orientation program is being conducted for another part of the group of current year kindergarten students.
6. Administration of the Professional Development Assistance Program assessment.
7. Evaluation of graduation projects.

The proposed request must be approved by the Board, and the Superintendent or designee must complete and submit the required request form (PDE-4085) electronically in the Child Accounting Data Base System (CAD).

There is no limit on the number of Act 80 exceptions that the district may request as long as the required minimum instructional hours for the school year are met. Requests should be submitted prior to the date of the Act 80 activity; however, Act 80 approvals will be considered for approval if submitted before September 30 following the end of the school year.

Approvals cannot be used for time lost due to inclement weather, mechanical or power failures, or other causes not provided for in the school laws. In the event that unforeseen circumstances warrant a rescheduling of the school year and the district elects not to exercise its Act 80 approval, the number of instructional days required reverts to 180 days or 180 days minus the number of full-day or half-day Act 80 approvals used.

Approval will not be granted for Act 80 days where there has been a work stoppage by teachers. Any approved Act 80 days, except early dismissals, including those that have already occurred, will be rescinded upon initiation of a work stoppage.

Half-Day Sessions

The Superintendent or designee will submit a request to the Department of Education for approval to conduct half-day sessions for necessary reasons in accordance with the following:

1. Complete and submit the Application for Approval of Half-Day Sessions.
2. Include school calendar amendments considered.
3. Indicate if any students are receiving special education services and how half-day sessions will affect the delivery of those services.
4. Include schedules for each half-day session of four (4) hours. The half-day session may be reduced for first and second graders upon the district's request if the health, safety or welfare of the students is impacted; however, the school program submitted by the district must show that the program is adequate for first and second grades. The request must include documentation to support statements concerning how the health, safety and welfare of the students are impacted.
5. Attach documentation to support statements in request.

Approval for half-day sessions may not exceed one (1) year. Annual extensions may be granted upon application and review of the particular circumstances.